



KEEP

Kansas Enterprise Electronic Preservation (KEEP) System

Policy Framework Workshop

July 13, 2010



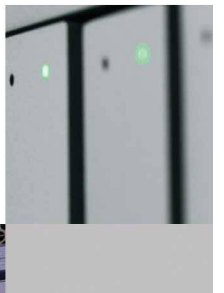
Workshop Goals

- Introduce KEEP
- What KEEP means for you
- Feedback and input



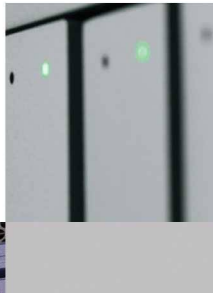
What is KEEP?

- Kansas Enterprise Electronic Preservation system
- Trusted digital repository for KS government electronic records with long-term value



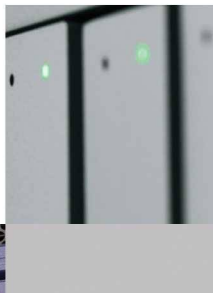
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Records Management Context



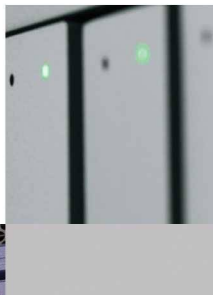
Legal Foundation

- Government Records Preservation Act (K.S.A. 45-401 through 45-413)
- Public Records Act (K.S.A. 75-3501 through 75-3520)



Kansas Government Records

- “all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information or documentary material, storage media or condition of use, made or received by an agency **regardless of physical form or characteristics** in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency.”



What is records management?

- Control over records throughout their life cycle
- Ensures that records are maintained until their required retention periods have been met
- Ensures that records are destroyed or transferred to archives when their required retention periods have been met



Retention & Disposition Schedules

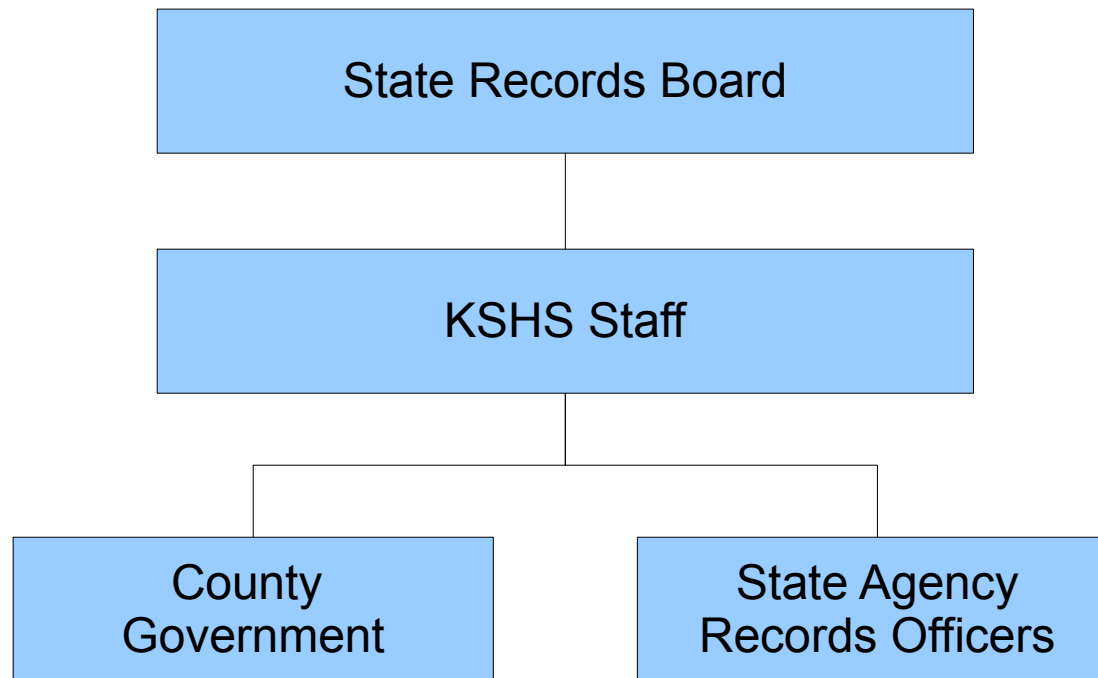
- Identifies and describes records
- Establishes minimum retention period
- Establishes final disposition



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Records Management Governance

Executive Branch



KSHS Records Services

- Records scheduling
- State Records Center
- State Archives
- Designed for analog environment



Why KEEP?

- Challenges of digital technology
 - Fragile media
 - Technology dependence
 - Technology obsolescence
 - Distributed storage
 - Where is the record copy?
 - Chain of custody
 - Easy to copy, hard to preserve



Legal Foundation

- Government Records Preservation Act (K.S.A. 45-401 through 45-413)
- Public Records Act (K.S.A. 75-3501 through 75-3520)
- IT Governance (K.S.A. 75-7201 through 75-7212)





KEEP

HB 2195

Signed March 2010

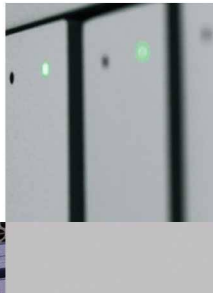
- Statutory foundation to support the transition to a digital archives
- State Archivist recommends to the State Records Board standards for preserving and maintaining the authenticity of digital records.
- Recognizes electronic records maintained in accordance with these standards as having full legal status.
- Authorizes state archivist to certify authenticity of electronic records with his/her electronic signature
- Authorizes cost recovery



The word "KEEP" is displayed in large, bold, white capital letters. The letters are slightly transparent, allowing a blue background with a white grid pattern to be visible through them. The grid pattern consists of intersecting lines that create a mesh-like effect. The background also features some abstract, curved lines that suggest a globe or a network structure.

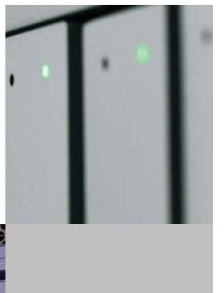
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KEEP System Project



What is KEEP?

- Kansas Enterprise Electronic Preservation system
- Trusted digital repository for KS government records with long-term value
 - Long-term = 10+ year retention period
 - Digital archives vs. digital records center



KEEP System Goals

- Enterprise-wide
- Standards based
 - OAIS (Open Archival Information System (ISO 14721:2003))
 - TRAC (Trustworthy Repositories Audit & Certification: Criteria & Checklist)
 - PREMIS (preservation metadata)
 - Open source tools

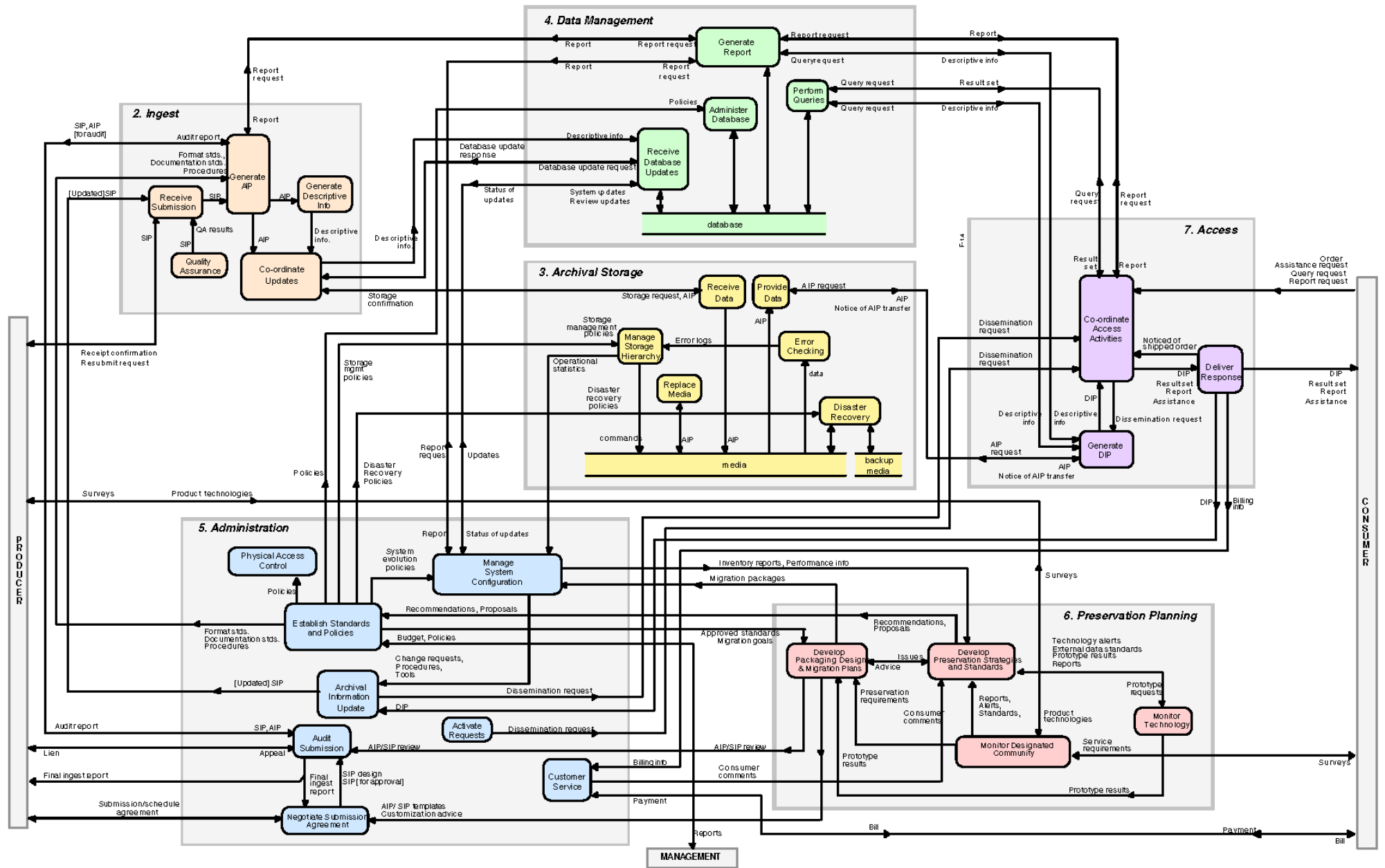


KEEP System Goals

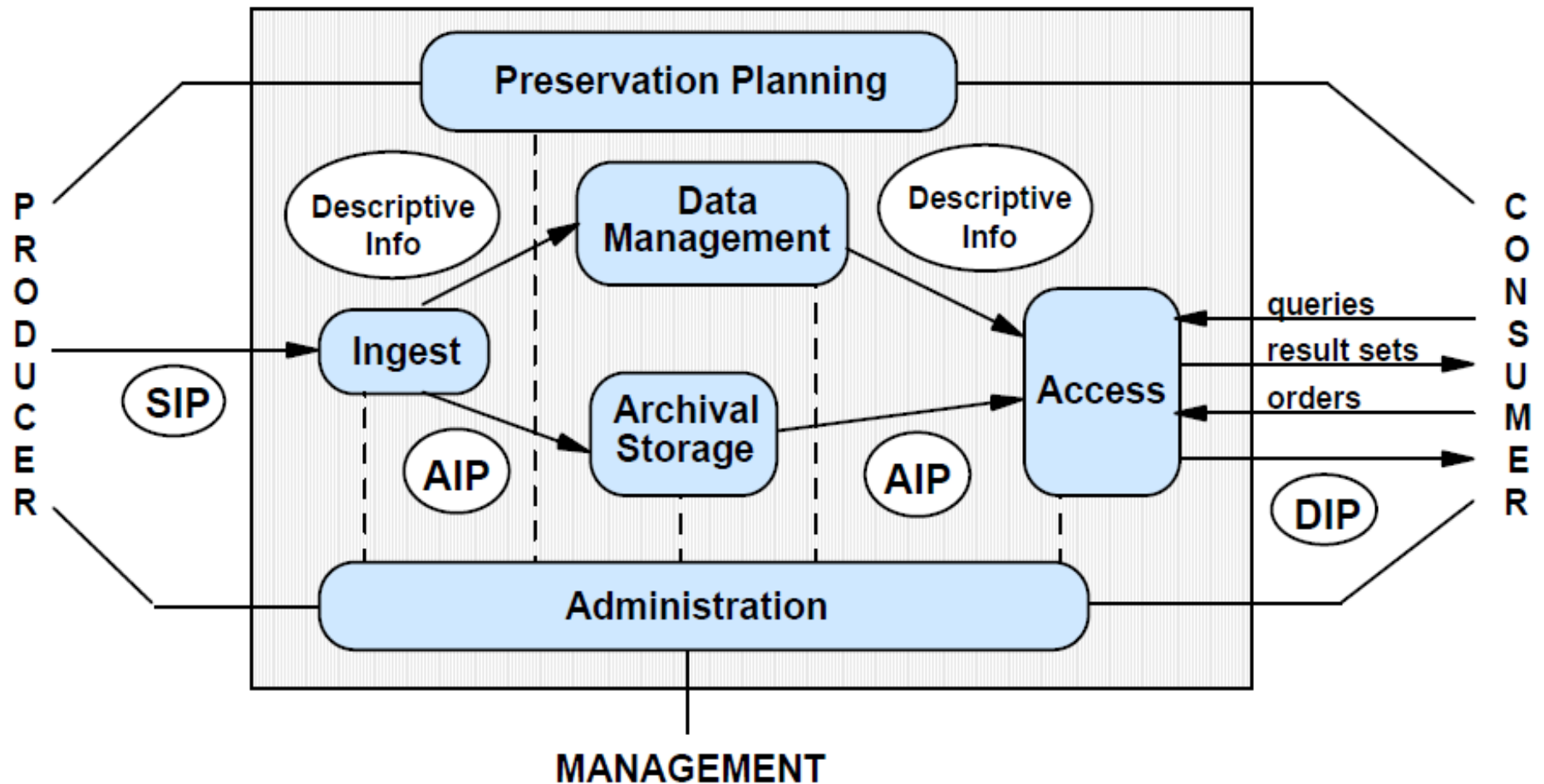
- Provide access to **authentic** and **authenticated** digital records
- Preservation planning to ensure access over time
- Financial sustainability



KEEP



Trusted Digital Repository (OAIS)



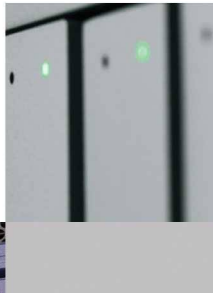
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Merged Digital Preservation Model



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Project Organization



Project Partners

- Legislature
- Judicial branch
- Information Network of Kansas
- Library of Congress (NDIIPP)
- Executive branch
 - Kansas Historical Society (KSHS)
 - State Archives & State Records Center
 - Attorney General's Office
 - DISC



Business Partners

- Imerge
- Propylon
- Alexander Open Systems
- EMC
 - VMWare
 - Centera
- Cisco



Steering Committee

- Jennie Chinn, KSHS (Chair)
- Joe Hennes, Executive CITO
- Don Heiman, Legislative CITO
- Kelly O'Brien, Judicial CITO
- Bill Roth, CITA
- Morey Sullivan, DISC



Project Team

- Executive Sponsor
 - Pat Michaelis (KSHS)
- Project Managers
 - Terri Clark
(Legislature),
Technical
 - Matt Veatch (KSHS),
Policy
- Development Team
 - Scott Leonard, KSHS
 - Duncan Friend, DISC
 - Carey Brown, KITO



Stakeholder Advisory Team

- Kathy Sachs, Secretary of State's Office
- Michael Smith, State Records Board
- Lynn Carlin, K-State
- Bryan Dreiling, KITO
- Marilu Goodyear, KU
- Loren Westerdale, Jr., DISC
- Mary Feighny, Attorney General's Office
- Richard Vogt, Sedgwick Co.
- Robert Horton, Minnesota Historical Society
- Christiane Swartz, KHPA



Subject Matter Experts

- Policy/Functional
- Technical
- Workshop opportunities



Prototype Scope

- Initial ingest of foundational documents for interpreting Kansas law
 - Legislative committee meeting minutes
 - Supreme Court opinions
 - Attorney General opinions



Timeline

- Prototype project
 - Policy framework: 7/30/2010
 - Requirements & design: 8/30/2010
 - Prototype build: 11/30/2010
- Projected future phases
 - Pilot: Jan – June 2011
 - Production: July 2011



Financial Sustainability

- Prototype funding
 - SGF
 - INK grant
 - Library of Congress grant
- Operational funding
 - ITEC Policy 2400A
 - Fees



Discussion

- Submission/deposit agreements
 - How early in lifecycle should/could records be transferred to KEEP?
 - Could an agency send long-term records to KEEP at the point of creation?



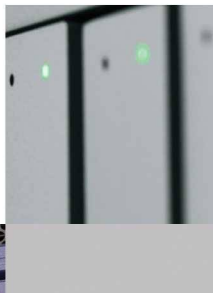
Discussion

- Agency roles & responsibilities
 - Records officer
 - Digital preservation officer?
- ITEC Policy 2400a impacts
 - Records issues considered in IT system planning
 - Plan for and fund KEEP connectors



Discussion

- Access and use
 - Restrictions on access
 - Redaction
- Retention and disposition authorities in the three branches
- Periodic review of KEEP policy framework



Next Steps

- Project communications
 - Newsletter
 - ITAB updates
- Policy framework review
 - SMEs
 - Stakeholder Advisory Team
- Requirements and detailed design workshops

